

DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM
CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
(Force Management and Personnel)

CHANGE NO. 3
DoD 1330.17-R
August 3, 1990

ARMED SERVICES COMMISSARY REGULATIONS (ASCR)

The Principle Deputy Assistant Secretary of Defense (Force Management and Personnel), has authorized the following pen and page changes to DoD 1330.17-R, "Armed Services Commissary Regulations (ASCR)," April 1987:

PEN CHANGES

Page vi, Part C

Line 5. Change "2-5" to "2-6"

Line 8. Change "2-7" to "2-7"

Page v., Chapter 4. Add the following:

"Part J Cause Marketing Statement of Policy

4-1001

4-7"

PAGE CHANGES

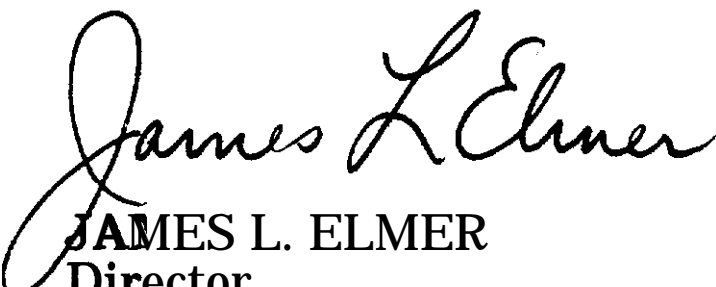
Remove: Pages 2-5&2-6, 4-7, and C-1& C-2

Insert: Attached replacement pages and new page 2-7

Changes appear on pages 2-5 through 2-7, 4-7, and C-2 and are indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately.


JAMES L. ELMER
Director
Correspondence and Directives

Attachments: 6 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

2-101.16 Medal of Honor Recipients

This includes all recipients of the Medal of Honor.

2-101.17 Dependents

This pertains to all dependents as defined in section 1-201.6. To qualify for commissary patron privileges as a dependent, one must be a member of a household maintained by or for an authorized sponsor. In the case of a divorce, the sponsor's former spouse, and children residing with the sponsor's former spouse are not considered to be members of an authorized sponsor's household for purposes of commissary privileges, except children who reside with a former spouse meeting the requirements of paragraph 1-201.6b as provided for by P.L.97-252 (reference (a)) or in cases where the former spouse has remarried another authorized military sponsor.

2-101.18 Orphans

As defined in section 1-201.8.

2-101.19 Surviving Dependent Parents

As defined in section 1-201.9.

Part C - Identification of Patrons

2-201 Positive Identification Required

* Any individual who seeks to make a purchase from a commissary shall be positively identified as an authorized patron
* either before entry into the commissary facility or in CONUS, at
* the point of purchase (at the cash register) at the option of the
* respective installation or area commander. The prescribed identification media shall be carefully checked to ensure that each individual is entitled to the privileges he or she seeks.

2-202 Types of Identification Required

* The following methods of identification will be used:
*
* a. For military members in uniform, as defined in section
* 1-201.4, at the option of the commissary system commander and
* with the concurrence of the respective installation or area
* commander, the official military uniform is acceptable
* means of identifying the wearer as an authorized patron. This
* only applies to U.S. uniforms as defined in section 1-201.4 and
* does not include uniforms as defined in section 1-201.4 and does
* not include uniforms of other nations, ROTC cadets, Boy Scouts,
* Civil Air Patrol, etc. All commissaries shall perform personal

* random spot checks of uniformed personnel requiring that 100 *
 * percent of customers show an official DD Form 2, Armed Services *
 * Identification Card, during the spot-check period. *

* b. All other persons not in military uniform shall be *
 * identified by an official DD Form 2 or an official DD Form 1173, *
 * Uniformed Services Identification and Privilege Card, in accor- *
 * dance with DoD Instruction 1000.13 (reference (i)) . All identi- *
 * fication shall bear the signature of the person to whom issued. *
 * Reserve personnel not in military uniform and their dependents *
 * shall be identified as specified by section 2-204, below. *

2-203 Reserve Component - Identification Procedures

Members of the Reserve components, as defined in section 1-201.5, above, are eligible to use military commissaries by reason of the performance of active duty (as defined by section 201.13, above). The benefit may be exercised by the member or the member's authorized dependents (as defined by section 1-201.6, above) . The following criteria and/or identification procedures shall be used in administering the benefit.

a. Selected Reserve. A member of Selected Reserve in good standing, as defined by section 1-201.16, above, shall be issued a "DoD Form 2529, DoD Reserve Component Commissary Privilege Card, " (instruction and form are at appendices C and D respectively) by the unit administering the Reserve training and/or orders authority. This form shall be controlled by administering units and publication offices. No member shall be issued, nor possess, more than one "DD Form 2529" for the same benefit period. A benefit period will not exceed 365 days. The card authorizes the bearer 12 days of discretionary visits during the applicable 365-day period. Prior to gaining entry to a commissary, a Reserve member shall be required to present their Commissary Privilege Card, "DD Form 2529," along with valid Reserve identification card (DD Form 2) , while an authorized dependent shall be required to present a Commissary Privilege Card along with a valid form of identification containing a picture of the dependent. "If the dependent possesses one of the following *
 * Reserve dependent ID cards, the dependent's name is not required *
 * to appear on the Commissary Privilege Card as the dependent has *
 * been verified in the Defense Enrollment Eligibility Reporting *
 * System (DEERS) as the sponsor's eligible dependent. The Reserve *
 * dependent ID cards are: Army Reserve and Army National Guard - *
 * DA 5431, Air Force Reserve and Air National Guard - AF 447, Navy *
 * Reserve - NAVPERS 5512/7, Marine Corps Reserve - NAVMC 11138, *

* DD Form 1173-1 (Guard and Reserve Family Member ID Card) which is *
* replacing the above Reserve dependent ID cards on a phased-in *
* basis. "The commissary entrance control clerk shall date stamp *
one of the 12 blocks with the current date on the "DD Form 2529,"
at the time of entry.

b. Active Duty. Any member of a Reserve component as
defined by section 1-201.5, above, who is ordered to active duty
as defined in section 1-201.13, above, is authorized to use
military commissaries during the inclusive period of the actual
active duty. Before entry into the commissary, the Reserve
* member shall be required to present a copy of the sponsor's *
* active duty orders along with a valid form of identification *
* containing a picture of the dependent. The orders shall contain *
the name, rank, social security number or service number of the
sponsor; beginning and ending dates of the sponsor's active duty
* tour; and the name of the individual dependents. If the depen- *
* dent possesses one of the above Reserve dependent ID cards, the *
* dependent's name is not required to appear on the sponsor's *
* active duty orders as the dependent has been validated in the *
* Defense Enrollment Eligibility Reporting System (DEERS) as the *
* sponsor's eligible dependent. *

2-204 Civilian Employees of the U.S. Government Stationed Outside
of the United States Identification Procedures

Civilian employees and their dependents authorized privi-
leges at overseas installations under section 2-101.10 shall be
identified by an official DD Form 1173, "Uniformed Services
Identification and Privileges Card" as provided in paragraph
E.2.d (11) of reference (i) (note reference (i) is being revised
to authorize commissary privilege in Puerto Rico as an overseas
location (see ASCR 201.15)). Civilian employees on official
temporary duty (TDY) orders in overseas locations must present a
copy of competent official orders indicating specific inclusive
dates of official duty at the overseas installation and a certi-
fication by local command authority authorizing commissary privi-
leges. Additionally, the TDY employee will present a separate
identification credential containing a photograph (such as state
driver's license) to validate identify as listed on the orders.

or demonstration samples for which the vendor has authorized the donation of these products. The commissary shall facilitate vendor donations in the same fashion as authorized for government donations. The commissary is not authorized to perform any service, such as transportation, in connection with the donation of government owned or vendor owned property beyond that as specified in this section. Reference (e) section 1460 and (f) section 2485.

* Part J - Cause Marketing *

* 4-1001 Statement of Policy *

* A recent trend in the grocery industry involves a manufac- *
* turer or seller of a product advertising that a certain amount of *
* money will be donated to a specific charity based upon unit sales *
* of the product. This promotional approach occurs both in the *
* private sector and in military commissaries; however, since the *
* commissary is an appropriated funded activity and a government *
* entity, it would be inappropriate for commissary officials to be *
* directly involved with the endorsement or selection of the spe- *
* cific charity involved. In keeping with the commissary mission *
* of providing the lowest possible prices, commissary officials may *
* authorize a supplier to promote a particular charity with point *
* of sale materials when it is considered in good taste and appro- *
* priate . The acceptance of any specific promotion of commissary *
* officials shall be based on the "save criteria" used to accept *
* any promotion. For example, if a 15 percent price reduction is *
* required for an end cap display, this applies to a cause marketed *
* product as well. Commissary officials shall not under any cir- *
* cumstances play any role in designating or naming a specific *
* charity to be promoted. *

Feb 15, 89

COMMISSARY PRIVILEGE CARD
BASIC INSTRUCTIONS

1. The commissary privilege card is a preprinted form, front and back that is produced on continuous form **cardstock**. The cards may be processed. either on an automated data systems printer **or on a** standard typewriter. Each card is perforated to facilitate removal and mailing.
 2. Each card consists of the following three parts:
 - a. a control number/name portion to be detached and retained by the issuing activity as a control record (see paragraph 4 below).
 - b. a mailer portion to display the individual's name and address through a number window envelope.
 - c. the Privilege Card portion that can be detached from the mailer and used by the member/dependent to gain entry to military commissaries.
- The three-part card is approximately 4-inches high by 8 1/2-inches wide.
3. Each card has a unique control number printed in three vertical sections on the rear. One control number is directly on the rear of the privilege card portion, and duplicate numbers appear on the mailer and control record portions. These control numbers will be used to regulate issue of the cards as well as to certify eligibility for a replacement card because of loss, theft, etc.
 4. The control numbers will be used to regulate general issue of cards, and to associate a specific control number with a specific individual Reservist for record-keeping purposes. For example, if card **sequence** 001 through 100 were issued to a unit, the unit would be responsible for maintaining a listing of the individual receiving each card issued, as well as voided cards, and unissued cards (verified by the commander). Consequently, during a card audit, the number of cards issued **plus** the number of voided cards plus the number of cards remaining must equal 100. The unit would be required to record the fact that card 001 was issued to Captain John Jones. The control record portion of the privilege card will be detached and retained by the issuing activity to accomplish the audit trail discussed above.
 5. Initial and replacement Commissary Privilege Cards will be issued on a calendar year basis. When members join a unit subsequent to the start of a calendar year, the issuing unit will void the number of entry authorizations corresponding, to the number **of** months the individual was not **a** participating member during the calendar year. Conversely, when members leave a unit prior to the end **of** a calendar year, the issuing unit will collect the card and void the number of entry authorizations **corresponding** to the number of months the individual will not be a participating member for the remainder of the calendar year.
 6. Eligibility for the card will be based on a Reservist's current status and requirement to perform active duty. Consequently, the card may be issued to a member of the Selected Reserve, as defined by section 1.201.16. It is the responsibility of the respective Service to uphold eligibility and/or participation standards.

7. No input is required on the back of the card at time of issue. Commissary officials shall date stamp the current date in one of the twelve blocks on the card prior to authorizing entry to the commissary.

8. The Department of Defense shall design the master DoD forms and issue masters to the publication office in each respective Military Department for subsequent distribution through designated publication issue points.

- * 9. Validation of Dependents *
- * a. When issuing the Commissary Privilege Card, the issuing *
* authority or verifying official will validate the dependent-to- *
* sponsor relationship and sign the card in the signature block. *
- * b. If the dependent possesses one of the following Reserve *
* dependent ID cards, the dependent's name is not required to *
* appear on the Commissary Privilege Card as the dependent has been *
* verified by the Defense Enrollment Eligibility Reporting System *
* (DEERS) as the sponsor's eligible dependent. The Reserve depen- *
* dent ID cards are: Army Reserve and Army National Guard, DA *
* 5431; Air Force Reserve and Air National Guard, AF 447; Navy *
* Reserve, NAVPERS 5512/7; Marine Corps Reserve, NAVMC 11138; or DD *
* Form 1173-1 (Department of Defense Guard and Reserve Family *
* Member ID card), which is replacing the above Reserve dependent *
* ID cards on a phased-in basis. *
- * c. If the dependent does not possess one of the above *
* reserve dependent ID cards, the dependent's name must appear on *
* the Commissary Privilege Card and the dependent must show a valid *
* form of identification containing a picture of the dependent. *